Accessing ATLM and QTRS

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This quick reference guide provides detailed steps on how to access the Time and Leave Management (ATLM) and the Time Document Catalog (QTRS) pages in eHR via mylacounty.gov:

Page	Description
I. Time and Leave Management (ATLM)	ATLM displays timesheets, timesheet adjustments, as well as leave balances and leave accrual and usage information for the selected employee. This page is also where timesheets are created for hourly employees.
II. Time Document Catalog (QTRS)	QTRS displays links to timesheets as well as timesheet adjustments for entered criteria, including: unit, pay location, name, and employee number.

To get started, you need to login to mylacounty.gov. If you need some help logging in, consult the Logging in to mylacounty.gov Quick Reference Guide and video tutorial which are available at http://mylacounty.gov/wps/portal/mylac (the materials can be accessed without logging in).

Once you have logged into mylacounty.gov, all the applications you have access to will be displayed in the My Applications tab.
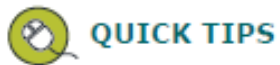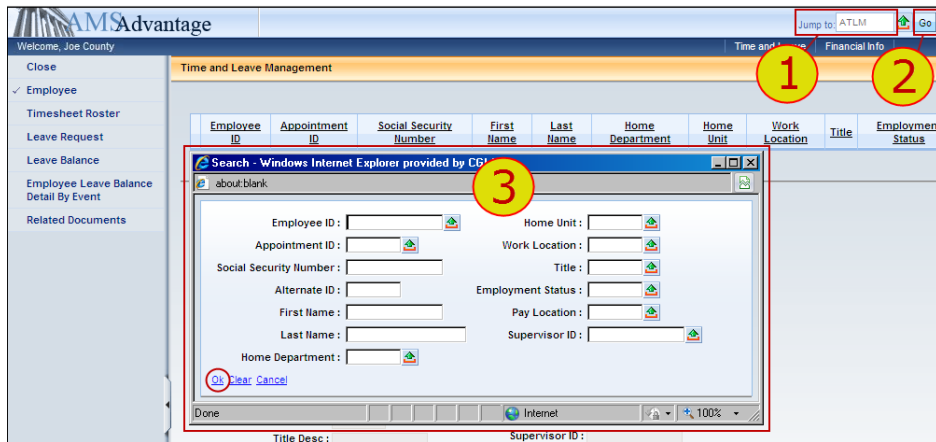
Launching the eHR Application from My Applications

Once you have logged into mylacounty.gov, launch the eHR application from the My Applications tab.

I. Accessing ATLM with Jump To

1) Enter ATLM in the Jump To field

2) Click Go

3) Enter your selection criteria in the search window and click OK or press enter on the keyboard

For additional information on using ATLM download the TMA 501 Training Guide and view chapter 2, Accessing Employee Time and Leave Information. You can download the PDF version using the following link:
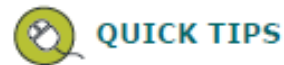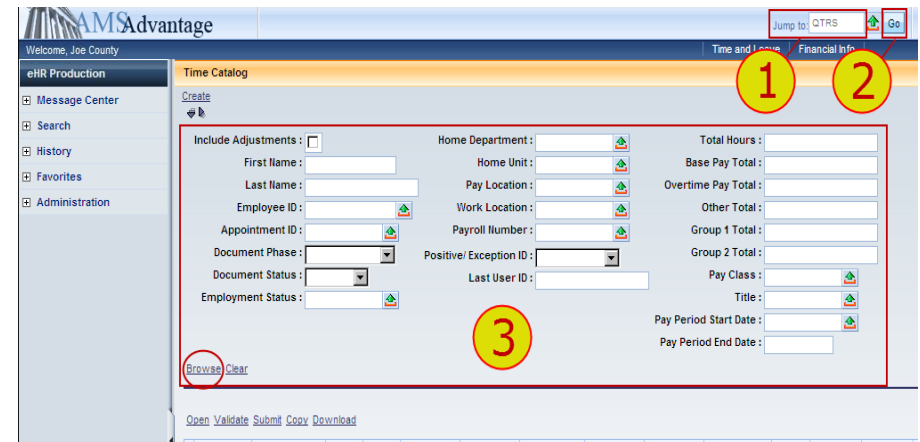TMA 501 Advanced Time and Attendance;

 or from the eCAPS website at:

http://ecapsweb.lacounty.gov/Phase2/Learning_Center_CoreHR_Dept.asp

II. Accessing QTRS with Jump To

1) Enter QTRS in the Jump To field

2) Click Go

3) Enter your selection criteria in the filter fields on the page and click Browse or press enter on the keyboard

For additional information on using QTRS download the Accessing Employee 's Timesheet Cheat Sheet. You can download the PDF version using the following link:
 Access Employee's Timesheet ;

or from the eCAPS website at:

http://ecapsweb.lacounty.gov/Project/eHR/TimeCollection/TC_Training.asp